

**CITY OF LOS ALTOS
POSITION CLASSIFICATION**

PLANNING SERVICES MANAGER

Definition:

Under supervision and direction from the Community Development Director plans, organizes, directs and coordinates, planning, zoning, and community development programs, and participates as a member of the department's management team in departmental policy development and administrative planning, and does related work as required.

Supervision Received and Exercised:

The Planning Services Manager reports to the Community Development Director and is responsible for planning and zoning programs and personnel. This position provides general direction for administrative, financial, and operational activities of the division.

Essential Job Functions:

Duties may include, but are not limited to, the following:

1. Administer the General Plan and Specific Plans, and subdivision, planning and zoning codes and ordinances.
2. Monitor the City's development services programs including review of major development projects and processing and issuing zoning approvals.
3. Provide staff support to the Environmental Committee, Architecture and Site Control Committee, Board of Adjustments, Historical Commission and Planning Commission.
4. Administer the California Environmental Quality Act and related state and federal laws and regulations, the Affordable Housing Program, the Community Development Block Grant Program, and the Urban Runoff Pollution Prevention Program.
5. Develop, recommend, implement, and monitor divisional performance standards and prepare division policies and procedures.
6. Coordinate interagency programs and enforcement projects and cross functional reviews with other departments and agencies, and assist with code enforcement investigations.
7. Meet with developers, design and construction professionals, and interested members of the public to provide advice and information, and provide applicant support throughout the plan check and building inspection process.
8. Supervise, coach, train, and evaluate staff.

Working Conditions:

Work generally involves a high degree of concentration, especially in the consideration of technical and personnel problems and the originations of programs to increase division efficiency and improvement of services.

Minimum Qualifications:**Knowledge of:**

- Considerable knowledge of zoning regulations, state and local laws, the California Environmental Quality Act, the Subdivision Map Act, the Community Development Block Grant Program, and the Urban Runoff Pollution Prevention Program.
- Considerable knowledge of the principles and practices of land use, urban planning, architectural and urban design.
- Considerable knowledge of policy planning and administration.
- Working knowledge of the policies, procedures, rules and regulations which govern the operation of local government.
- Working knowledge of legislative and regulatory processes.
- Working knowledge of the use and application of modern information and telecommunications systems and technologies.
- Working knowledge of the principles of supervision and management.

Ability to:

- Provide leadership.
- Plan, direct, and organize the operations and staff of a complex agency division.
- Understand, interpret and apply laws and administrative policies and rules.
- Work effectively with the Community Development Director, the City Manager and the City Council.
- Communicate clearly, concisely and persuasively both orally and in writing.
- Select, train, supervise, motivate, and evaluate staff.
- Utilize modern information and communication technologies.

Experience and Education Guidelines:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

1. Five years of progressively responsible supervisory and management experience involving interpretation and application of planning and zoning codes and regulations.
2. Bachelor's degree in urban planning, architecture, civil engineering or a closely related field. Possession of a Master's Degree in one of the specified fields is desirable.

Required Licenses or Certificates:

Possession of, or ability to obtain prior to employment, a Class C California Driver's license and a satisfactory driving record. Certification by the American Institute of Certified Planners is highly desirable.

Adopted: May 13, 2008